

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Accountant I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains the payroll system, the fixed asset inventory system and special revenue grants. Manages and monitors accounts and performs financial transactions. Provides assistance to customers. Reconciles cash summaries, prepares cash deposits and manages accounts payables. Supervises personnel and performs other duties as needed.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

|   | Physical<br>Strength Code | ESSENTIAL FUNCTIONS   |
|---|---------------------------|---|
| 1 | S                         | Maintains the payroll system by creating spreadsheets and payroll schedules, entering and tracking hours worked, and tracking sick, vacation and holiday hours and advising staff on payroll questions when necessary.                                    |
| 2 | S                         | Maintains the fixed asset inventory by completing required forms related to the acquisition, disposition or transfer of equipment and coordinating inventory with other departments by conducting a physical count.                                       |
| 3 | S                         | Monitors accounts and performs financial transactions by preparing spreadsheets, reconciling accounts, reviewing outstanding payables, posting accounts payable and generating checks.  |
| 4 | S                         | Manages accounts payable by reviewing data entry of documents, maintaining spreadsheets for expenses and assisting with the preparation of the yearly budget.   |
| 5 | S                         | Provides assistance to customers by addressing billing concerns and providing information.  |
| 6 | S                         | Maintains special revenue grants, contracts and invoices by monitoring revenues versus expenditures, preparing financial reports and encumbrances, submitting requests for funds, maintaining files, reviewing inputted invoices and conducting research. |
| 7 | S                         | Reconciles the daily cash summary and prepares cash deposits by compiling and correcting reports, preparing check and wire transfers, delivering checks and cash for deposit and approving the draw down.   |
| 8 | S                         | Supervises personnel by reviewing data entry and providing training and guidance.   |
| 9 | S                         | Performs other duties as needed by producing various financial statements and subsidiary reports and assisting with special projects.   |

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS                     |  |
|--|--|
| Formal Education / Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.   |
| Experience                             | Six months as a staff accountant.  |
| Certifications and Other Requirements  | Valid Driver's License   |
| Reading                                | Work requires the ability to read contracts, insurance documents, policies and procedures and event set-up materials.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate percentages.  |
| Writing                                | Work requires the ability to write memos and other documentation.  |
| Managerial                             | Managerial responsibilities include prioritizing work to meet deadlines.   |
| Budget Responsibility                  | N/A  |
| Supervisory / Organizational Control   | Job has no responsibility for the direction or supervision of others.  |
| Complexity                             | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.  |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. |

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary  | X | Light   | Medium   | Heavy   | Very Heavy   |
|--|---|---|--|---|--|
| S = Sedentary<br>Exerting up to 10 lbs.<br>occasionally or negligible<br>weights frequently; sitting<br>most of the time |   | L = Light<br>Exerting up to 20 lbs.<br>occasionally, 10 lbs.<br>frequently, or negligible<br>amounts constantly OR<br>requires walking or<br>standing to a significant<br>degree. | M = Medium<br>Exerting 20-50 lbs.<br>occasionally, 10-25 lbs.<br>frequently, or up to 10 lbs.<br>constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | O              | Fax, filing, inventory   |
| Sitting          | F              | Computer, desk work, filing  |
| Walking          | O              | Fax, filing, inventory   |
| Lifting          | R              | Office supplies, inventory, files, books, manuals                      |
| Carrying         | R              | Office supplies, inventory, files, books, manuals                      |
| Pushing/Pulling  | R              | Inventory, filing  |
| Reaching         | R              | Inventory, filing  |
| Handling         | R              | Office supplies, inventory, files, books, manuals                      |
| Fine Dexterity   | C              | Computer keyboard, calculator, writing                                 |
| Kneeling         | R              | Inventory, filing  |
| Crouching        | R              | Inventory, filing  |
| Crawling         | N              |  |
| Bending          | R              | Inventory, filing  |
| Twisting         | R              | To/from computer   |
| Climbing         | N              |  |
| Balancing        | R              | Inventory, filing  |
| Vision           | C              | Computer, desk work, reading, writing, filing, use of office equipment |
| Hearing          | C              | Telephone, co-workers, staff, supervisor                               |
| Talking          | C              | Telephone, co-workers, staff, supervisor                               |
| Foot Controls    | N              |  |
| Other (specify)  | N              |  |

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | N | Dirt and Dust             | M |
| Chemical Hazards         | N | Extreme Temperatures      | S |
| Electrical Hazards       | N | Noise and Vibration       | S |
| Fire Hazards             | N | Fumes and Odors           | S |
| Explosives               | N | Wetness/Humidity          | S |
| Communicable Diseases    | N | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | N |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | -- |

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | O |
| Emergency Situations                          | R |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | R |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | R |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

(3)